

Course Outline

50530 - IT Basics for Advanced Users II

General Description

This three-day instructor-led course provides students with the knowledge and skills to work with a computer system. This course focuses on the key aspects of a computer system and provides IT motivation to the users. This course offers the students the skills to work with Web browsers, email, and the Internet. The students also acquire advanced knowledge and skills to work with Microsoft Word 2010 and Microsoft PowerPoint 2010. In addition, this course introduces the students to Data management concepts including backup and Restore.

Outcomes

At the end of the course, students will be able to:

- Develop practical IT motivation.
- Develop working knowledge of using Web browser, email, and the Internet.
- Develop advanced working skills of using Word 2010.
- Develop advanced working skills of using PowerPoint 2010.
- Develop skills for data management.
- Develop troubleshooting techniques for data management.

Course Details

Course code: 50530
Duration: 3 days
Starting time: 9am
Finishing time: 4.30pm

Booking guidelines

Contact our learning consultants on 1300 86 87246 and we will assist you with your booking.



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 **1300 86 87246**
1300 TO TRAIN

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➤ **Module 1: An Overview of Computer Systems**

This module explains course introduces you to the fundamentals of computing systems. It focuses on the different types of the computers available to the users and the guidelines to protect them from malicious and virus attacks. This module also focuses on how data is stored on various computer systems and the physical media on which data can be stored.

Lessons

- Introduction to Computer Systems
- Connecting a Computer to a Network
- Introduction to Data Storage

After completing this module, students will be able to:

- Describe the features of various computer systems.
- Identify guidelines for connecting a computer to a network.
- Identify key features of various data storage system.

➤ **Module 2: Using Web Browsers, Email, and the Internet**

This module explains concepts related to the Internet and discusses the components that make up the World Wide Web, which is often referred to as the Web. This module also explains different methods that you can use to communicate over the Internet.

Lessons

- Introduction to the Internet
- Searching for Information on the Internet
- Communicating on the Internet

Lab : Using Web Browsers, Email, and the Internet

- Searching for Information on the Web
- Creating an Email Account
- Writing and Sending an Email Message

After completing this module, students will be able to:

- Identify key features of the Internet.
- Search for information on the Internet.
- Communicate on the Internet.

➤ **Module 3: Working with Microsoft Word 2010**

This module explains some of the advanced features Word 2010. This module provides the skills for using the Mail Merge feature of Word 2010 where the students learn to merge data from two documents and send mails to various contacts. This module also focuses on guidelines for creating books and journals using Word 2010.

Lessons

- Using the Mail Merge Feature
- Working with Manuscripts and Journals

Lab : Working with Microsoft Word 2010

- Creating a Template for the Merged Document and Adding Text
- Creating a New Recipient Address List
- Inserting Placeholders in the Document
- Previewing the Merged Result

After completing this module, students will be able to:

- Use the Mail merge feature of Word 2010.
- Identify the guidelines for creating books and journals using Word 2010.

➤ **Module 4: Working with Microsoft PowerPoint 2010**

This module explains the basics of PowerPoint 2010. It explains how to create a presentation, enhance the presentation by adding images, charts, and media. This module also explains how to finalize and deliver a presentation.

Lessons

- PowerPoint 2010 Overview
- Creating a Basic PowerPoint Presentation
- Adding Images and Media

- Finalizing and Delivering a Presentation

Lab : Working with Microsoft PowerPoint 2010

- Creating a Presentation
- Adding Images
- Adding a Chart
- Navigating a Presentation

After completing this module, students will be able to:

- Work with PowerPoint 2010.
- Create a basic presentation by using PowerPoint 2010.
- Add images and media to a PowerPoint presentation.
- Finalize and deliver a presentation.

➤ **Module 5: Database Management**

This module explains the basics of Access 2010. It explains how to create a database by using Access 2010. This module also focuses on creating and working with tables in an Access 2010 database.

Lessons

- Database Management Overview
- Working with an Access Database
- Working with Tables

Lab : Database Management

- Creating an Access 2010 Database
- Creating Tables in a Database
- Adding Records in a Database
- Modifying Records in a Database

After completing this module, students will be able to:

- Identify the components of the Access 2010 database.
- Create a database in Access 2010.
- Work with tables in an Access 2010 database.

➤ **Module 6: Data Storage, Archival, and Retrieval**

This module explains concepts relating to data storage, archival, and retrieval. It explains the various types of data storage techniques, best practices for using the data storage techniques, and simple ways to troubleshoot the storage media. This module also helps the students to

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gain knowledge for backing up and restoring data.

Lessons

- Removable Data Storage
- Remote Data Storage
- Backing Up and Restoring Data

After completing this module, students will be able to:

- Work with removable data storage.
- Work with remote data storage.
- Use the Backup and Restore techniques for data archival and retrieval.